



ONESOURCE™ TAX PROVISION ACTIVE WORKPAPERS

7.0.0

User Manual

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Introduction

Active Workpapers allows you to use spreadsheet technology to pull data from and push data into the ONESOURCE Tax Provision Corporate Edition (formerly Enterprise) application.

This feature uses the Action commands (**GET/SET/SYN**) to push and pull data between a spreadsheet and the system:

- **GET:** Tells the AWP to pull data from the system for the given active cells when the spreadsheet file is opened. The GET command can be used with [calculated values](#), as well as raw data.
- **SET:** Tells the system to push the data from the cell to the system for the given active cells when the spreadsheet file is saved/closed.
- **SYN:** A hybrid of GET and SET. When a file is opened, data is pulled from the system. When that file is closed, the data is then sent to the system.

You can use the GET command to pull data from a with a read-only dataset. However, you cannot use the SET and SYN commands with read-only datasets. If you attempt to do so, the AWP will fail. This warning message displays: **At least one of the datasets is Read Only. Your changes cannot be saved. Do you want to discard your changes. Press Yes to discard changes. Press No to go back to the Workpaper.**

IMPORTANT: Active Workpapers is only available for Corporate Edition 6.0 Oracle and above. Currently, this feature is available for **Provision, Estimated Payments, and Interim.**

Licensing

To enable Active Workpapers, an appropriate License Code and License Key are required. Administrators can enter this information by selecting the **Administration** area. In **Administration**, select **System > Manage Licenses**.

Licenses are in the format below.

Example:

Drag a column header here to group by that column.

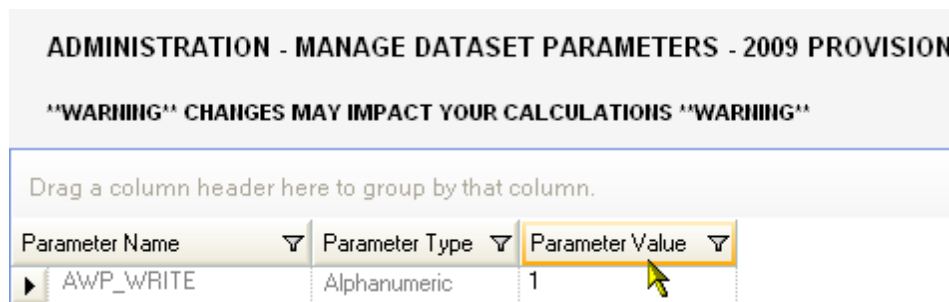
Valid?	Feature Code	Feature Key
	ActiveWorkpapers	C1C1-DE5F-2205-7D45
	FlowThrough	CB61-0464-1BEB-4981
	outputjmodule	D8C9-023F-7EC1-3D3...
*		

Note: The check mark icon displays when the license is Valid otherwise, a red X icon will display.

User Permissions

Active Workpapers (AWP) are read-only for users designated as Read-Only by administrators. In addition, administrators can use the **AWP_WRITE** dataset parameter with a paramvalue of **0** to make AWP read-only for Read/Write users.

A paramvalue of 1 makes AWP read/write for Read/Write users. However, if a Read/Write user does not have permission to access all the datasets or units in an AWP, that AWP opens as read-only and the following warning message displays: **Workpaper contains 1 or more Datasets or Units to which you do not have access. Please contact your Administrator.**



Supported Excel Functionality

AWP contains functionality similar to Microsoft Excel. Functionality is accessible through menu options and/or by right-clicking anywhere in an AWP.

Here are some functions you may find especially useful:

- **Find and Replace**
Available from the **Edit** menu and by right-clicking
- **Freeze Pane**
Available from the **View** menu
- **Range Explorer** - Enables you to customize cells in various formats, such as percentage and number, as well as change text font, the alignment of values in cells, borders, etc. You can also lock your cells, insert hyperlinks, and create validation messages when activating cells.
Available from the **View** menu and by right-clicking
- **Workbook Explorer** - Enables you to change the layout of the workbook, as well as set up page layouts and print.
Available from the **View** menu and by right-clicking
- **Chart Explorer** - Enables you to create and format charts.
Available from the **View** menu

Note: For more detailed information on Range and Workbook Explorer functions, go to the [Explorer Functionality in Detail](#) page.

Active Workpaper Setup

Once you have enabled the Active Workpapers by adding the license in [Manage Licenses](#), you can start the set up process.

To access the Active Workpaper function follow these steps:

1. Select the desired level for attaching the spreadsheet. (For more information on levels, see the [Data Entry Levels](#) section.)

a. For the **Provision** dataset levels in the **Control Center** select the **Dataset** drop-down box and choose a dataset with **Prov** for the **Type**.

Then, in the **Navigator**, select:

- **Data Entry > Dataset > Active Workpapers**
- **Data Entry > Federal > Active Workpapers**
- **Data Entry > State > Active Workpapers**

b. For the **Estimated Payments** dataset levels in the **Control Center** select the **Dataset** drop-down box and choose a dataset with **Est Pymt** for the **Type**.

Then, in the **Navigator**, select:

- **Data Entry > Dataset > Active Workpapers**
- **Data Entry > Federal > Active Workpapers**
- **Data Entry > State > Active Workpapers**

c. For the **Interim** dataset levels in the **Control Center** select the **Dataset** drop-down box and choose a dataset with **Int** for the **Type**.

Then, in the **Navigator**, select:

- **Data Entry > Forecast > Federal > Active Workpapers**
- **Data Entry > Forecast > State > Active Workpapers**

- **Data Entry > Actual > Dataset > Active Workpapers**
- **Data Entry > Actual > Federal > Active Workpapers**
- **Data Entry > Actual > State > Active Workpapers**

2. Add a spreadsheet by clicking **Add New**, browsing for a spreadsheet, entering a description, and clicking **Add**.

Attach Active WorkPaper

File Name :

Description :

Batch :

3. Select the desired workpaper. You can double-click on the workpaper or highlight it and select the **Open** button.

Note: The Active Cell toolbar in Active Workpapers is used to push and pull data to and from the system.




4. Click the **Create Active Cell** icon and then select the desired cell.
5. By selecting the following options in the **Active Cell** toolbar, you enter the details for a Component.

Note: You should access the toolbar in the order from left to right.

- a. Select the dataset to which the active cell refers. The Dataset drop-down lists displays only datasets to which you have access. An Interim Dataset will display 6 Quarters by defaults.
- b. Select the Action command: **GET**, **SET**, or **SYN**.
- c. Select a **Unit**. The Units drop-down list displays only units to which you have access.
- d. If the **Component Type** is for a State, you can select an abbreviation.
- e. Select a **Component Type**.
- f. Select an **Adjustment** code.

Note:

- If you select **UNITCALC** as the **Component Type**, the **Adjustment** code field contains a list of calculated values. For information on using calculated values, go to the Calculated Values page.
- If you select **STATE** as the Component Type, the Adjustment code field contains a list of raw values, which are found on the [State Component Codes and Fields](#) page.
- g. Select a **Tag** (source code).
- h. Select the **Type** of adjustment, **Current (C)** or **Non-Current (NC)**, **Profit & Loss Adjustment (P)** or **Equity (E)** Adjustment.
- i. Select the component **Field**.

6. Once all information has been entered correctly, click the **Save Active Cell** icon  from the menu bar.
7. If the AWP does not already have a **#MAP#** sheet, a pop-up message displays asking if a mapping sheet should be created. Click Yes to create the **#MAP#** sheet. The active cell's mapping can be seen in the **#MAP#** sheet.

Note:

- Once a **#MAP#** sheet has been created, you will not be asked to create another mapping sheet.
- Mappings are listed in the order in which they were activated.

Heading Descriptions

- **Sheet:** Maps the line to the corresponding sheet where information is retrieved or set.
- **Range/Cell/Name:** Maps the line to the corresponding cell(s) where information is retrieved or set.
- **GET/SET/SYN:** Action commands.
- **Unit:** The designated unit.

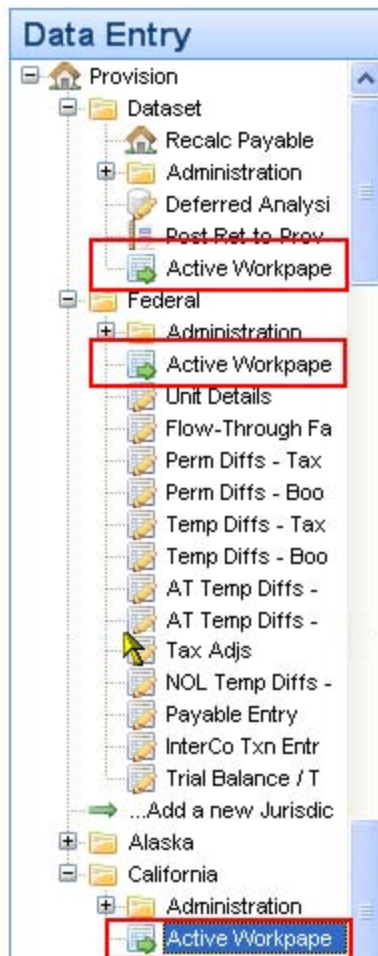
- **State:** The state abbreviation, if the information occurs in a state.
 - **CompCode:** The component code (type). This is a required field. A list of initial valid component codes is found in [Federal Component Codes and Fields](#) and [State Component Codes and Fields](#).
 - **Code:** The adjustment code.
 - **Tag:** The tag letter corresponding to the “source” or “tag” field of data entry. This column defaults to I, for import, if no value is specified in the mapping. Values for this column can be any letter from A - Z.
 - **Type:** The type of adjustment (Current, Non-Current, Profit & Loss Adjustment, or Equity Adjustment).
 - **Field:** Maps information to the corresponding field of a component and indicates something unique about the type of data entry. For example, you could use BSO to indicate that the temporary difference specified in the range name is entered as Balance Sheet Only.
 - **DataSetId:** Identifier for the selected dataset.
8. The active cell is now highlighted in orange. Values entered into a SET or SYN cell will be mapped to the designated location.

Note: An active cell can be modified by clicking the cell and making changes to the drop-down menus in the Active Cell toolbar.

Data Entry Levels

There are different hierarchical levels for pushing/pulling data. For example, a spreadsheet that is attached at the dataset level pushes/pulls data from/to multiple units. When attached at the line item level, a spreadsheet knows the dataset, unit, state, and component type with which it is associated.

There are four levels in which an AWP can be attached to the system: **Dataset**, **Federal**, **State**, and **Component**.



Federal

AWP for Federal information can be input through the **Dataset**, **Federal**, and **Component** levels.

- For the **Component** level, click the **Active WorkPapers** button found in each component: Perm Diffs, Amortized Perm Diffs, Temp Diffs - Tax Basis, Temp Diffs - Book/Tax Basis, AT Temp Diffs - Tax Basis, AT Temp Diffs - Book/Tax Basis, Tax Adjs, and NOL Temp Diffs - Tax Basis.
- AWP in the Component section can be overridden by editing information at the **Federal** level. To do so, select **Data Entry > Federal > Active Workpapers**.
- AWP in the Federal and Component section can be overridden by editing information at the **Dataset** level. To do so, click **Data Entry > DataSet > Active Workpapers**.

State

AWP for State information can be input through the **Dataset**, **State**, and **Component** levels.

- For the Component level, click the **Active WorkPapers** button found in each component: State Perm Diffs, State Temp Diffs - Tax Basis, State After App Temp Diffs - Tax Basis, State After Tax Temp Diffs - Tax Basis, and State Tax Adjs.
- AWP in the Component section can be overridden by editing information at the **State** level. To do so, click **Data Entry > State > Active Workpapers**.
- AWP in the State and Component section can be overridden by editing information at the **Dataset** level. To do so, click **Data Entry > DataSet > Active Workpapers**.

Note:

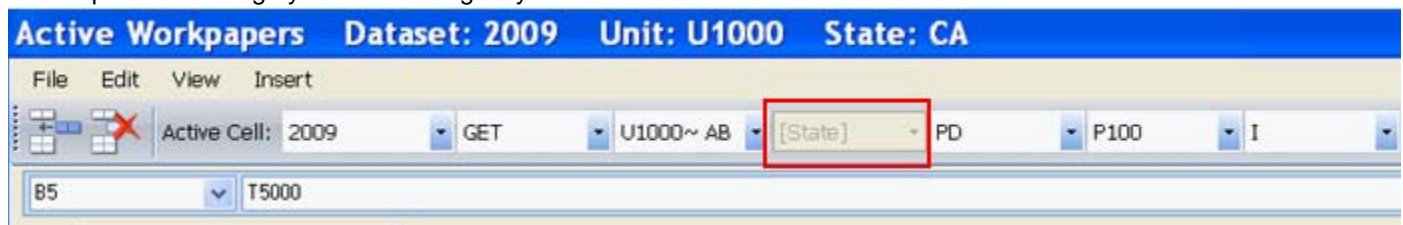
If you add a State level AWP, the Dataset or Federal detail is not available.

If you add a Federal level AWP, the Dataset detail is not available.

If you add a Dataset level AWP, the Dataset detail, Federal detail, and State detail are *all* available

Example of a State level AWP:

The dropdown box is greyed out allowing only State level detail to be added to the AWP.



Federal Component Codes and Fields

Note: Currently, Active Workpapers only supports numbers, **not** types or dates. (Types refers to the P&L/Equity types of permanent differences and tax adjustments, as well as the Current/Non-Current types of temporary differences.) Payable Entry, InterCompany Transaction Entry, and State Payable Entry are **not** available in the current build. AWP will not work for SET and SYN for Amortized Permanent Differences, Temporary Differences - Book/Tax Basis, and AT Temporary Differences - Book/Tax Basis Ending Balance even if the **Enter Ending** button is selected.

Field	Comp Code	Description
Unit Details (Must enter Field under Code instead of FLD)	UNIT	
LPTBI		Local Pre Tax Book Income
RPTBI		Reporting Pre Tax Book Income
WAFX		Weighted Average FX Rate
CTR		Current Tax Rate
BDF		Beginning Deferred Rate
EDF		Ending Deferred Rate
BFX		Beginning FX Rate
EFX		Ending FX Rate
Permanent Differences	PD	
(No Field is required)		Amount
Amortized Permanent Differences	PDAM	
BBAL		Tax Beginning Balance
ACT		Tax Activity
DO		Tax Deferred
END		Tax Ending Balance (GET only)
MO		Tax Months
BBBAL		Book Beginning Balance
BACT		Book Activity
BDO		Book Deferred
BEND		Book Ending Balance (GET only)
BMO		Book Months
Temporary Differences - Tax Basis	TD	

BBAL		Beginning Balance
ACT		Activity
DO		Deferred
BSO		Balance Sheet Only
END		Ending Balance (GET Only)
FBRATE		Beginning Rate
FERATE		Ending Rate
Temporary Diffs - Book/Tax Basis	TDAM	
BBAL		Tax Beginning Balance
ACT		Tax Activity
DO		Tax Deferred
END		Tax Ending Balance (GET only)
MO		Tax Months
BSO		Tax Balance Sheet Only
BBBAL		Book Beginning Balance
BACT		Book Activity
BDO		Book Deferred
BMO		Book Months
BEND		Book Ending Balance (GET only)
BBSO		Book Beginning Balance Only
After Tax Temporary Differences - Tax Basis	ATTD	
BBAL		Beginning Balance
ACT		Activity
DO		Deferred
BSO		Balance Sheet Only
END		Ending Balance (GET Only)
After Tax Temporary Differences - Book/Tax Basis	ATTDAM	
BBAL		Tax Beginning Balance
ACT		Tax Activity
DO		Tax Deferred
END		Tax Ending Balance (GET only)

MO		Tax Months
BSO		Tax Balance Sheet Only
BBBAL		Book Beginning Balance
BACT		Book Activity
BDO		Book Deferred
BMO		Book Months
BEND		Book Ending Balance (GET only)
BBSO		Book Beginning Balance Only
Tax Adjustment	TA	
(No Field is required)		Amount
NOL Temporary Differences - Tax Basis	NOLTD	
BBAL		Beginning Balance
ACT		Activity
DO		Deferred
BSO		Balance Sheet Only
FBRATE		Beg Rate
FERATE		End Rate
Tax Basis/Balance Sheet Fields	TBBS	
EBB		Ending Book Balance
BA		Book Adjustments
R		Tax Reclass
O		Other Adjustments

State Component Codes and Fields

Note: Currently, Active Workpapers only supports numbers, **not** types or dates. (Types refers to the P&L/Equity types of permanent differences and tax adjustments, as well as the Current/Non-Current types of temporary differences.) Payable Entry, InterCompany Transaction Entry, and State Payable Entry are **not** available in the current build.

Field	Comp Code	Description
State Unit Details (Must enter Field under Code instead of FLD)	STATE	
SAR		State Apportionment Rate
BAR		Beginning Apportionment Rate
EAR		Ending Apportionment Rate
STR		State Tax Rate
SBDR		State Beginning Deferred Rate
SEDR		State Ending Deferred Rate
CDR		Current Deductible Rate
BDR		Beginning Deductible Rate
EDR		Ending Deductible Rate
State Permanent Differences	SPD	
(No Field is required)		Amount
State Temporary Differences - Tax Basis	STD	
BBAL		Beginning Balance
ACT		Activity
DO		Deferred
BSO		Balance Sheet Only
END		Ending Balance (GET Only)
FBRATE		Federal Beginning Rate
FERATE		Federal Ending Rate
SBRATE		State Beginning Rate
SERATE		State Ending Rate

State After Apportionment Temporary Differences - Tax Basis	SAATD	
BBAL		Beginning Balance
ACT		Activity
DO		Deferred
BSO		Balance Sheet Only
END		Ending Balance (GET Only)
FBRATE		Federal Beginning Rate
FERATE		Federal Ending Rate
SBRATE		State Beginning Rate
SERATE		State Ending Rate
State After Tax Temporary Differences - Tax Basis	SATTD	
BBAL		Beginning Balance
ACT		Activity
DO		Deferred
BSO		Balance Sheet Only
END		Ending Balance (GET Only)
State Tax Adjustment	STA	
(No Field is required)		Amount

Calculated Values

You obtain **Calculated Values** (values for provision calculations) using the **GET** command when you select UNITCALC as the Component Type. You can select the following for each value:

- Reporting or Local Currency
- The unit, sub-consolidated, or consolidated level

Note: When using calculated values, you need to select options from the menu bar in the following order:

1. Dataset
2. Action Command
3. **UNITCALC** as the Component Type
4. Unit, sub-consolidation, or consolidated (from the Subconsol drop-down list)
5. Calculated value (from the Adjustment drop-down list)
6. Currency

Here is a list of calculated values with their abbreviations:

Abbreviation	Value
ATTD	After Tax Temporary Differences
DST	Deductible State Tax
BDTPBS	Beginning Deferred Tax Balance Sheet
BSOA	Balance Sheet Only Adjustments
CTA	Currency Translation Adjustment
DPO	Deferred Tax Provision
EA	Equity Adjustment
EDTPBS	Ending Deferred Tax Balance Sheet
ETR	Effective Tax Rate
FEDTI	Federal Taxable Income (Post NOL)
FINTI	Financial Taxable Income
FTC	Federal Tax Current
FTIPN	Federal Taxable Income Pre NOLs
NCTA	Non-Cash Tax Adjustments
NOL	Net Operating Losses
PD	Permanent Differences
PTBI	Pre Tax Book Income
RPTBI	Rounded PTBI
SCP	State Current Provision
SDP	State Deferred Provision

SEA	State Equity Adjustment
STP	State Tax Provision
TA	Tax Adjustments (Cash/Noncash)
TCFP	Total Current Federal Provision
TCTP	Total Current Tax Provision
TD	Temporary Differences

State Calculated Values

State Calculated Values can be pulled into AWP's by selecting **STATECALC** as the Component Type. You can then designate the state and hierarchy level (Unit, SubCon, Consolidated) and the currency (Reporting or Local). Below is a list of all state calculated values which can be pulled into AWP:

Note: The State Calculated Values are pulled from the reports therefore, only the **GET** action is a selection. The values do not pull from the Data Entry area.

Abbreviation	Value
AI	State Allocable Income Pre Apportionment
AIPN	State Apportioned Income Pre NOLs
APPI	State Apportioned Income Post NOLs
BDTBS	Beginning State Deferred Tax Balance Sheet
BSOA	State Balance Sheet Only Adjustments
CSP	State Tax Adjustments (Cash)
CSTP	Total Current State Provision
EDTBS	Ending State Deferred Tax Balance Sheet
FPDIS	Federal Permanent Differences Includible for State
FPDNIS	Federal Permanent Differences not Includible for State
FTDIS	Federal Temporary Differences Includible for State
FTDNIS	Federal Temporary Differences not Includible for State
NCSP	State Tax Adjustments (Non-Cash)
PTBI	Pre Tax Book Income
RPTBI	Rounded PTBI
SAATD	State After App Temporary Differences
SDP	State Deferred Tax Provision
SEA	State Equity Adjustment
SM	State Only Permanent Differences
STC	State Tax Credits
TBC	State Tax Before Credits
TD	State Only Temporary Differences
TSTP	Total State Tax Provision

Advanced Topics

This section covers defaults for data entry, as well as how to copy mappings, run batches, and deal with errors.

Defaults

Active Workpapers provides logic defaults for certain types of data entry or error messages if no defaults are set.

Field

If the Comp Type is NOLTD, TD, ATTD, TDAM, ATTDAM, STD, SAATD, or SATTD

Type

- If the Comp Type is NOLTD, TD, ATTD, TDAM, ATTDAM, STD, SAATD, or SATTD.
- If the Comp Type is PD or SPD.

Comp Type

When attaching at the dataset, unit, or state level, if no Comp Type is indicated, the Active Workpaper will fail.

State

When attaching at the state or state line item level, the default is the state selected in the navigator.

Federal

When attaching at a lower level (unit, state, or line item), the default is the unit selected in the navigator.


Dataset

When attaching at the dataset level, the default is the dataset selected in the navigator.

Copying Mappings

You can now map multiple cells by copying mappings.

To copy a mapping for an AWP to another cell:

1. Click the paintbrush icon  on the far right of the menu bar. (This icon becomes active only when an active cell is highlighted in an AWP.)
2. Select the cell to which you want to copy the mapping. This second cell is activated with the same mapping as the first cell and automatically added to the #MAP# sheet.
3. Make any changes.
4. Select **Save**

To copy a mapping for an AWP to a range of active cells:

1. Click the paintbrush icon (this icon displays only when an active cell is highlighted in an AWP).
2. Select the cells to which you want to copy the mapping.
3. You are prompted to confirm your selection. Click **Yes**. The mapping is added to the end of the #MAP# sheet for each of the selected cells.
4. You are prompted to confirm the selected range of cells again. Review the #MAP# sheet and make any necessary changes. Click **OK**.

Running Batches

You can now run Active Workpapers from the [Dataset AWP](#) screen without manually opening and closing each AWP.

Notes:

- Each AWP belongs to only one Batch. You can give each AWP a Batch number, but not multiple Batch numbers. The AWP will run when you select that Batch.
- All AWPs within a batch are listed in order and assigned a number designating their position within the batch. The order corresponds to the sequence in which AWPs are added to a batch. You can change the order by clicking the up and down arrows.
- You can change the batch to which an AWP belongs by clicking the **Modify** button and entering the correct number in the **Batch** field.

Attach Active WorkPaper

File Name : C:\Active Workpaper 1.xls

Description : AWP1

Batch : 1

To run a single batch of AWPs:

1. Click **Run Batch**.
2. Select the **Run single batch** radio button.
3. Enter the batch number.
4. Click **OK**.
5. Click **Yes** to confirm. All AWPs within the selected batch are run in the order specified within the batch.

To run all batches in batch order:

1. Click **Run Batch**.
2. Select the **Run all batches in batch number sequence** radio button.
3. Click **OK**.
4. Click **Yes** to confirm. All batches are run in order; the AWPs within each batch are run in the order in which they are listed in the batch.

To run batches in a user-selected order:

1. Click **Run Batch**.
2. Select the **Run multiple batches in custom sequence** radio button.
3. Enter batch numbers in the order in which batches should be run. Separate each number with a comma. (You can omit batches by not entering their numbers.)
4. Click **OK**.
5. Click **Yes** to confirm.

Run Active Workpaper Batches

Please choose an option:

- ☒ **Run single batch**
- ☐ **Run all batches in batch number**
- ☐ **Run multiple batches in custom sequence**

Enter batch number:

OK

Cancel

Additional Information

Here are some points to remember when using Active Workpapers:

- Multiple users can edit the same AWP at the same time. Any changes made to an AWP cannot be seen by other users until the AWP is saved.
 - ✓ If you attempt to open an AWP that is already opened, you will receive the following error message: **A user currently has this AWP open for modification. Changes that have been made by this user during the time period in which they have had it open will not be reflected in the AWP you are opening. Also, changes made to an AWP while open by multiple users will overwrite each other. Click OK to open. Cancel to Abort.**
- When you create a copy of a dataset with AWP, the AWP is copied automatically.

Note: When an AWP is copied to another dataset, it retains the information from the original dataset. Be sure to update the information in the DataSetID column on the #MAP# sheet to reflect the new dataset. (The DataSetID is located in the Datasets screen under Manage DataSets in the Administration area.)

- When inputting an AWP at the dataset level, if a unit is **not** specified, the AWP will fail. Error message: **Mapping sheet contains errors. These cells are highlighted in red. Please correct and try again.**
- When inputting an AWP at the dataset or unit level, if a state is **not** specified and the CC (Component Code) is a state code (e.g., STD), the AWP will fail. Error message: **No State entered and no defaults set. Cannot continue without designating a State.**
- If any comments are included in the first three columns of the #MAP# sheet, the AWP will fail. The #MAP# sheet should only contain mappings. Error message: **Mapping sheet contains errors. These cells are highlighted in red.**

Reference Items

Explorer Functionality in Detail

Range Explorer/Range Selection

The Number Format, Alignment, Font, Borders, Interior, and Protection in AWP correspond to the Number, Alignment, Font, Border, Patterns, and Protection in Excel.

- **Number Format** - Defines how numbers display in cells
- **Alignment** - Defines how entries align in cells
- **Font** - Defines font characteristics: type, style, size, color, etc.
- **Borders** - Defines how cell borders display, including line style and color
- **Interior** - Defines how the inside of cells display, including pattern and color
- **Protection** - Defines how data in cells is treated when a sheet is protected. You can lock cells and hide formulas.
- **Hyperlink** - Used to create hyperlinks to web addresses, email addresses, etc.
- **Validation** - Defines the logic for confirming errors
- **Conditional Format** - Defines cell formatting based on logic

Workbook Explorer

- **Workbook Set** - Provides options for calculation logic and iteration scope
- **Book#** - Provides options for calculation, window formatting, protection, and shapes
- **Sheet#** - Defines how a sheet displays and operates, including options for formula display, zero value display, row and column headers, gridlines, protection, and tab color
Note: Right clicking a sheet provides options for inserting, copying, deleting, renaming, and hiding sheets
- **Defined Names** - Allows you to create names for cell ranges, formulas, and values and use these names in formulas
- **Outline** - Defines the placement of summary rows and columns in relation to detail rows and columns
- **Page Setup** - Provides options for printing, print preview, scaling for printing, margins, headers, and footers
- **Sheet** - Provides options for printing; print preview; defining the print area; printing gridlines, title rows and columns, row and column headers; and designating page order

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